

# **Minutes for Craftsman at Greenview Crossing Owners Association**

**Type of Meeting** Regular Board Meeting

**Meeting Date** Thursday, August 21, 2025

**Property Management provided by** Property Management by Design (PMbD)

## **Call to Order - Elise**

- Call to order 6:02 PM

## **HOA Board Members Present:**

- Elise Smith - President
- Alison Whale - Secretary
- John Newell - Treasurer
- Tom Reese - Member at Large, Grounds Chair

## **Homeowner Forum – Open time for homeowners attending - Elise**

## **Approval of Previous Meeting Minutes - Elise**

- **Motion: Approve minutes from July 17, 2025**
  - John motion
  - Tom second
  - All approve

## **Treasurer's Report - John**

- Will have approximately 19-23k of excess operating funds if we do not spend it by the end of the year. Will need to discuss at the Sep/Oct meetings if there are Operations projects to spend it on or have it moved permanently to Reserve Funds.
- **Motion: Approve financials as of August 21, 2025**
  - John motion
  - Alison second
  - All approve

## **Property Management Report - Jeff (Elise)**

## **Grounds / Landscaping Updates - Tom**

- Tree Replacements, Removals, Bush Trimming
- Received bids from Miller Nursery and TNT
  - **Motion: Move forward with Miller Nursery to plant trees and place mulch (included in quote).**
    - John motion
    - Tom second
    - All approved
- Sod Damage Repair - 3701 Raintree, 3703 Raintree, 816 Rosewood, 816 Redwood
  - 3701 Raintree divot in front yard from previous tree removal has been repaired
  - Tom will follow up about sod repairs since irrigation has been restored.
- Edging Replacement update
  - 4 out of ten houses have been completed, the other 6 are in progress.
- Lawn Mowing Update
  - Latitude 41 have been asked to keep trimmers away from trees. All young trees have been mulched.

- Irrigation Update
  - Start up and repair invoice has been paid.

### **Architectural Variance Review Committee - Marie**

- There are three members on the committee, Marie Kline, Nancy Christianson, and Becky Kalitzki.

### **New AVRs - Marie**

Committee suggests approval:

- 3701 Raintree for repair of separation of patio to the house
  - **Motion: Approve repair of patio connection to house at 3701 Raintree**
    - John motion
    - Alison second
    - All approve
      - Marie to sign off on AVR and file
- 3701 Raintree for replacement of windows which match current covenants
  - **Motion: Approve replacement of window at 3701 Raintree, window must match current design (white grid in the upper pane)**
    - John motion
    - Alison second
    - All approve
      - Marie to sign off on AVR and file

### **Previously discussed AVRs Needing Action**

- 802 Redwood garage door painting
  - Have PMbD send a letter saying this action was not approved and the board maintains rights to take future action as a response in the future. Remind the homeowner that an AVR needs to be filed and approved before further action.

### **Unfinished Business - Elise**

- Request an electrician replace the two sensors at 823 Rosewood and 804 Redwood and remount the external light on 3706 Raintree.
- Discussion of additional tree removals if budget allows
  - Table until September meeting
- Weeds in streets and sidewalks
  - Tom will ask PMbD to contact Latitude 41 to take care of the weeds in the sidewalk and road
- Replacement of new street light units
  - Move to special meeting to discuss
- Fines for late dues
  - Will revisit if late dues become an issue in the future.
- Ash Trees treatments
  - Tabled other ash tree treatment until further information has been compiled.
  - **Motion: Treat ash tree located at 3704 Raintree for emerald ash borer.**
    - Alison motion
    - John second
    - All approved
- Tree Trimming
  - **Motion: Reapprove up to \$1500 to be spent on tree trimming. Tom will decide which trees to prioritize**
    - Alison motion
    - Tom second

- All approved

### **New Business - Elise**

- Mitigation of the crabgrass in lawns
  - Tom will ask Latitude 41 what treatments need to happen to control the crabgrass in the fall or is it a pre-treatment in the spring.
- 812 Redwood Water Pooling
  - **Motion: Pre-approve paying half of the quoted \$400 to fix drainage issue, work to be completed by Shades of Green during edging replacement.**
    - John motion
    - Alison second
    - All approved
- Decision on how community lightbulbs will be changed and stored
  - Tabled until future meetings
- Budgeting Process Overview (John)
- Improved communication among our community
  - Marie volunteers to send out a brief community information letter via email the first week of each month sharing information that the community may need to know. Homeowners could choose to opt out of receiving it.
- Dryer vent cleaning
  - Homeowner responsibility to source and pay for service individually.
- Policies need to be converted to Rules and Regulations, determined by the board
- PMbD walk through
  - John will reach out about the contractual walkthrough, ask for a concrete inventory.
- Board Google Drive
  - Create running approved work list and tasks document for better communication.
  - Move rotating minutes to the board google drive.

### **Executive Session – Board Members Only**

- Recommend PMbD sending actionable notifications by mail to homeowners.

### **Meeting Adjourned - Elise**

- **Motion: Adjourn meeting at 7:55 PM**
  - John motion
  - Tom second
  - All approved

### **Next Meeting Regular Board Meeting**

**Date:** October 16, 2025

**Time:** 6:00 PM – 7:30 PM

**Location:** Ankeny First United Methodist Church Rm 105